



Job Title	<i>Assistant City Engineer</i>
Reports To	<i>Public Works Director</i>

Job Purpose

The Assistant City Engineer assists the Public Works Director with the overall planning, direction, and operation of the Engineering Department, including the development and construction of capital and maintenance projects associated with municipal utilities, traffic, streets, and other City facilities. Incumbent provides supervision, oversight, and guidance to Engineering Department staff. Work is performed with considerable independence under the general direction of the Public Works Director.

Duties and Responsibilities

- Serves as the project engineer/designer for the design and drafting of in-house, City projects.
- Supervises the daily operations of engineering staff by performing administrative duties, overseeing programs, projects, and personnel as it relates to construction and maintenance.
- Provides for contract management oversight to ensure successful project completion in a timely manner that is cost effective. Works with contractors and staff to develop and complete punch lists, progress payments, provide for consistent enforcement of standards, and resolves disputes.
- Evaluates employee performance against defined standards and functions, including operational and developmental goals.
- Reviews and approves all drainage improvements, both private and public.
- Reviews and approves all sanitary sewer improvements, both private and public.
- Guides the department's implementation of National Pollutant Discharge Elimination System (NPDES) General Permit.
- Guides the department's implementation of City Standards and Policy Manual.
- Assists with the City's Geographical Information System (GIS) and coordination with the MUNIS database.
- Assists with City capital planning, project design, and project management.
- Assists with the development and administration of the annual budget, including capital improvement funding and forecast of funds needed for staffing.
- Establishes and maintains effective working relationships, strategic partnerships, and contacts with community representatives, external agencies, and other organizations.
- Helps with general questions and issues brought by the public.
- Assists with drafting and detailing for City projects and inventories.
- All other duties as assigned.

Qualifications

- Bachelor's degree in Civil Engineering or other closely-related field with relevant experience and background.

- Active Indiana Professional Engineer (PE) license, or another state with the ability to reciprocate within six months of beginning employment, or ability to obtain license within twelve (12) months of employment.
- Certified Professional in Storm Water Quality (CPSWQ), preferred.
- Certified Professional in Erosion & Sediment Control (CPESC), preferred.
- Valid driver's license with good Motor Vehicle Record.
- Knowledge and experience with drainage ordinances, hydraulic engineering, stormwater calculations, and engineering methods.
- Computer skills in CAD, stormwater-related programs and software, and basic word processing programs.

Work Schedule

Monday – Friday, 8:00 am-4:30 pm.

Working Conditions

Works is performed in both office and field environments. Incumbent spends approximately 75% of the time in the office and meeting environment. The other 25% of the time is spent in the field inspecting work or supervising in-house projects and field data collection.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires traveling to other locations for meetings and attending meetings outside of normal work hours. Work includes visually inspecting work products in office and field settings. Physical demands may include lifting and manipulation of heavy objects. Oversight activities may take place in dusty, moist, or humid conditions and in a range of outdoor temperatures.

Direct Reports

Construction Manager
Stormwater Engineer
Project Manager/GIS
Business Manager

Approved by:	<i>Monica Wontor, HR Manager</i>
Date approved:	<i>05/12/2023</i>
Reviewed:	<i>12/18/2017; 08/15/2019; 12/30/2019; 06/08/2020; 12/06/2022; 05/12/2023</i>